

CARLISLE GOVERNANCE TASK FORCE

Thursday, June 2, 2022

Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney

Approved on: 6/9/2022

The Carlisle Governance Task Force met on Thursday, June 2, 2022. The meeting took place by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 9:00am. Task Force members present: Paul Anagnostopoulos, James Bohn, Brian Cruise, Vanessa Moroney and Rebekah Vieira. Absent: Kyle Dalbec.

1. Vieira called the meeting to order at 9:07am.
2. Approval of Minutes
 - a. 5/19: Approved. **MOTION:** Anagnostopoulos moved to approve the minutes of 5/19/22. **SECOND:** Moroney. **ROLL CALL VOTE:** Anagnostopoulos, yes; Bohn, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec not present)
3. Update on Other Committees
 - a. Vieira reported that she has no updated related to FinCom and when we will meet with them next. Vieira also said that she had reached out to the Select Board but has not heard back yet. The Task Force had previously agreed that we should have joint meetings with the SB. Vieira said she will circle back with both FinCom and SB.
4. Final Report Drafting Work
 - a. Vieira created a new, compiled recommendations document on SharePoint called “Compiled Recommendations” in the 6/2/22 discussion folder.
 - b. Bohn described his Finance Report document and outlined how he structured the document. Findings start with a general theme in bold, and then the subsections are in italics. The first paragraph is the problem statement, and the second and following paragraphs are specific recommendations. Recommendations and proposed warrant articles are in bold.
 - c. Task Force members determined that we will use footnotes, but only as a reference to citations. All appendices will include citations. Citations will be electronically tagged in the PDF in order to bring readers directly to the source. Moroney offered to spearhead this tech component.

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- d. Anagnostopoulos will make a new folder in the main SharePoint level to help organize the files related to the final report. Any new uploads will be placed in this folder, as opposed to the next meeting's "for discussion" folder.
 - e. Moroney will combine and compile "Recommendations 060122.docx" and "list of what CGTF didn.docx" for the next meeting. She will try to follow Bohn's Finance Report template.
 - f. Cruise took us through the document he uploaded, "Long term recommendations_draft.docx".
 - g. Cruise departed the meeting at 10:23am and returned at 10:35am.
 - h. Anagnostopoulos took us through the documents he uploaded, "Land Use Suggestions.docx" and "Lesson learned for future task forces.docx"
 - i. Moroney's internet service was disrupted from 10:55am to 11:08am.
 - j. Next meeting is Thursday, June 9, 2022.
 - k. All Task Force members agreed to try to rewrite and imitate the style Bohn used for his Finance Report.
5. Adjourn
- a. **MOTION:** Bohn moved to adjourn at 11:16am. **SECOND:** Anagnostopoulos. **ROLL CALL VOTE:** Anagnostopoulos, yes; Bohn, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec not present)